

# C.I.G. Administrative Instructions

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010031-9

RESTRICTED

1 of 1

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Registry*

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

11 August 1949

SUBJECT: Employee Final Clearance.

RESCISSIONS: Administrative Instructions No. [REDACTED] dated 24  
May 1948 and [REDACTED] dated 2 December 1946.

STATINTL

STATINTL

1. Each employee will obtain clearance prior to final payment. Clearance will be obtained on "Final Payment Clearance Sheet" Form No. 34-30 when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or when being transferred to or from an unvouchered fund status.

2. The Personnel Office will be notified by "Personnel Action Request", at least one week prior to the effective date of the request. Upon receipt of "Personnel Action Request", the Personnel Office will make necessary arrangements for an exit interview and for final clearance. The Personnel Office will direct the employee to Inspection and Security for security clearance and will then obtain the additional required clearances by telephone, obtain the employee's signature and direct the employee to deliver the form to the applicable payroll office of the Budget Office. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

3. The CIA Headquarters and Headquarters Detachment and the Naval Administrative Command will take similar action in the case of military personnel.

4. The Chief of a field office will:

- a. De-brief the employee.
- b. Complete certification blocks "office to which assigned" and "Security Branch".
- c. Obtain employee's signature and forwarding address.
- d. Forward the form to the Personnel Office through established channels.

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

*RESCINDED PER*

*ADMIN. INSTRUCTION*

*DTD. 9 DEC. 49*

Captain, USA  
Executive

DISTRIBUTION: A.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*rescinded*

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

11 August 1949

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SUBJECT: Employee Final Clearance.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

[REDACTED]  
Captain, USN  
Executive

STATINTL

DISTRIBUTION: A.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

11 August 1949

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Captain, USN  
Executive

DISTRIBUTION: A.

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DRAFT - 7/26/49

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. ~~66~~

SUBJECT: Employee Final Clearance.

*Revisions: (See 2nd page)**11 August 1949.  
File*

1. Each employee will obtain clearance prior to final payment.

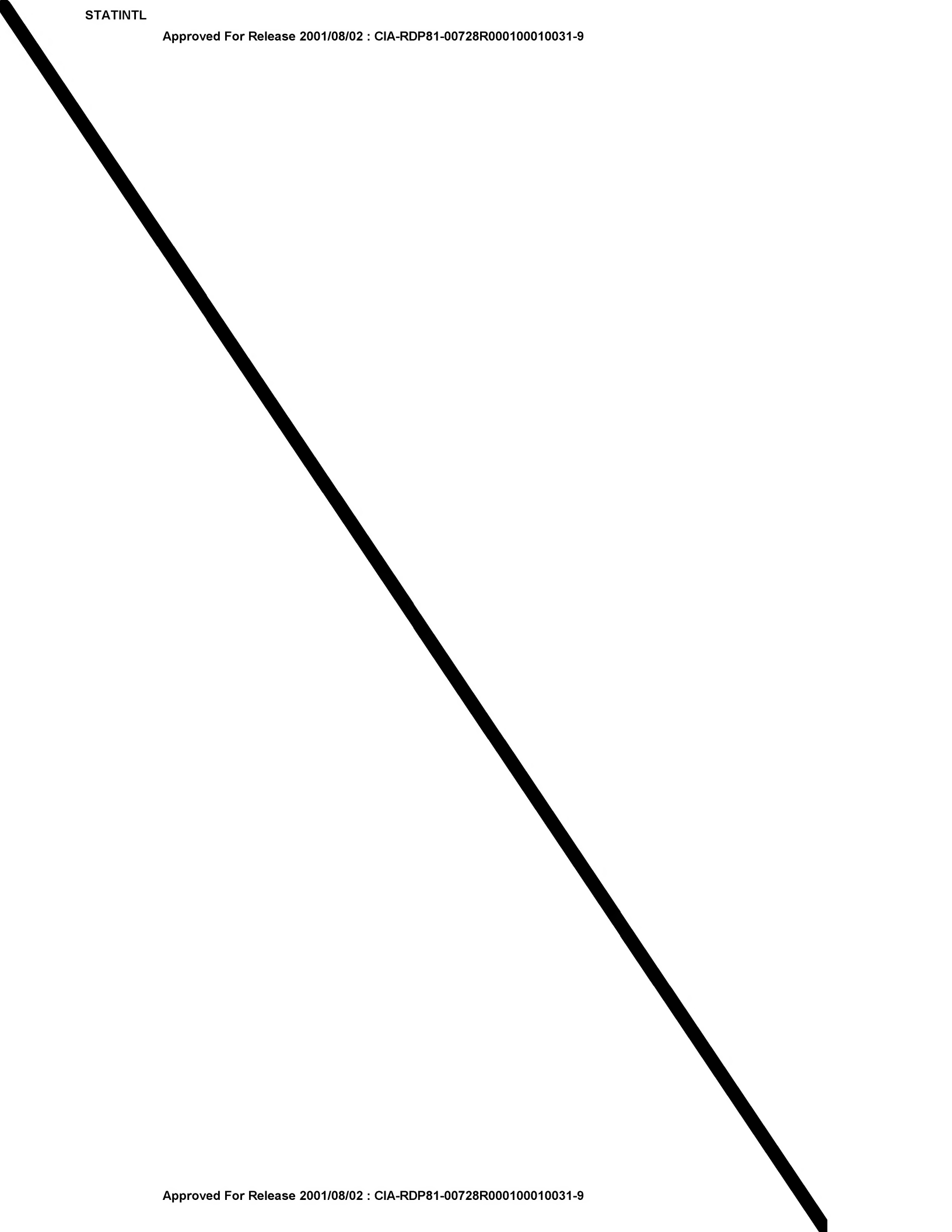
Clearance will be obtained on "Final Payment Clearance Sheet " Form No. 34-30 when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or when being transferred to or from an unvouchered fund status.

2. The Personnel Office will be notified by "Personnel Action Request", ~~Form No. 37-3~~, at least one week prior to the effective date of the request. Upon receipt of ~~Form No. 37-3~~ *"Personnel Action Request"*, the Personnel Office will make necessary arrangements for an exit interview and for final clearance. The Personnel Office will direct the employee to Inspection and Security for security clearance and will then obtain the additional required clearances by telephone, obtain the employee's signature and *direct the employee to deliver the form to the applicable payroll office or* ~~forward the form to the Budget Office.~~ When the employee is unavailable *for him*, all action indicated will be taken, except procurement of the employee's signature.

3. The CIA Headquarters and Headquarters Detachment and the Naval Administrative Command will take similar action in the case of military personnel.

4. The Chief of a field office will:

- a. De-brief the employee.
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STATINTL

CENTRAL INTELLIGENCE AGENCY		DATE	
FINAL PAYMENT CLEARANCE SHEET		LAST WORKING DAY	
NAME OF EMPLOYEE		OFFICE	
REASON FOR CLEARANCE		[REDACTED]	
ITEMS TO BE CERTIFIED			
1. Exit interview 2. Transportation requests 3. Credit cards (gasoline and oil) 4. Identification badges, credentials 5. Books, official documents, etc. 6. Orders (military or naval) 7. Property 8. Leave (annual, sick, LWOP) 9. Travel and transportation advances 10. Claims, etc. 12. Issuances (military) 13. 14.			
<b>CERTIFICATION OF OFFICIALS</b> (PLEASE INCLUDE COMMENTS PERTAINING TO EXCEPTIONS IN AN ATTACHED MEMORANDUM)			
I CERTIFY that the items for which I am responsible have been checked with official records, and, except as indicated, the employee named is clear of obligations with CIA.			
<b>PERSONNEL BR. (PERSONNEL RELATIONS DIVISION)</b> 1 ROOM NO. 100 BUILDING Central Items to be certified: 1-11 (Please circle exceptions) SIGNATURE TITLE DATE		<b>SECURITY BR.</b> 2210 E Street 7 ROOM NO. BUILDING Items to be certified: 1-4 (Please circle exceptions) SIGNATURE TITLE DATE	
<b>OFFICE TO WHICH ASSIGNED</b> 2 ROOM NO. BUILDING Items to be certified: 5-7 (Please circle exceptions) SIGNATURE TITLE DATE		<b>BUDGET AND FINANCE BR.</b> 8 ROOM NO. 226 BUILDING Central Items to be certified: 8-9-10 (Please circle exceptions) SIGNATURE TITLE DATE	
<b>SERVICES BR. (PROPERTY CONTROL DIVISION)</b> 6 ROOM NO. 214 BUILDING North Item to be certified: 7 (Please circle exception) SIGNATURE TITLE DATE		<b>(OSO) (SPECIAL FUNDS DIVISION)</b> 4 ROOM NO. 1602 BUILDING L Items to be certified: 8-9-10 (Please circle exceptions) SIGNATURE TITLE DATE	
<b>SERVICES BR. (TRANSPORTATION DIVISION)</b> 5 ROOM NO. 213 BUILDING North Items to be certified: 2-9 (Please circle exceptions) SIGNATURE TITLE DATE		<del> <b>NAVAL ADM. COMMAND OR HDQ. AND HDQ. DETACH.</b>            ROOM NO. BUILDING            Items to be certified: 6-12 (Please circle exceptions)            SIGNATURE            TITLE            DATE         </del>	
<b>OCD (LIBRARY)</b> 3 ROOM NO. 1429 BUILDING M Item to be certified: 8 (Please circle exception) SIGNATURE TITLE DATE		<del>           ROOM NO. BUILDING            Items to be certified: (Please circle exceptions)            SIGNATURE            TITLE            DATE         </del>	
<b>CERTIFICATION BY EMPLOYEE</b> I CERTIFY that to the best of my knowledge and belief I am not indebted to the United States Government whatsoever as a result of my connection with this organization.			
DATE		SIGNATURE OF SEPARATING EMPLOYEE	
<b>FORWARDING ADDRESS</b> STREET AND NO. CITY STATE TELEPHONE			

FORM NO. 34-30 REPLACES FORM NO. 36-20 WHICH IS NOT TO BE USED.  
 MAY 1948

Memo to Service Office  
for Act's Mgt Off -

Subject: Employee final clearance.

1. This memo has reference to your suggestion that "Only the property officer of the employee's branch is authorized to grant clearances with respect to property." be added to the draft of administrative Instructions on employee final clearance.

2. It is felt that your suggestion is an internal, <sup>detailed</sup> operating procedure for use by the Personnel officer in carrying out his responsibility for obtaining proper clearance rather than a general instruction for inclusion in the agency directive. It has therefore been



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## ADMINISTRATIVE INSTRUCTION

NO. [REDACTED]

SUBJECT: Employee Final Clearance.

1. Each employee will obtain clearance prior to final payment. Clearance will be obtained on "Final Payment Clearance Sheet" Form No. 34-50 when an employee is being terminated, leaving for overseas duty, granted leave without pay for a period in excess of 60 calendar days, or when being transferred to or from an unvouchered fund status.

2. The Personnel Office will be notified by "Personnel Action Request", Form No. 37-3, at least one week prior to the effective date of the request. Upon receipt of Form No. 37-3, the Personnel Office will make necessary arrangements for an exit interview and for final clearance. The Personnel Office will direct the employee to Inspection and Security for security clearance and will then obtain the additional required clearances by telephone, obtain the employee's signature and forward the form to the Budget Office. When the employee is unavailable all action indicated will be taken except procurement of the employee's signature.

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- d. Forward the form to the Personnel Office.

Only Property Officers of the employees' branch is authorized to grant clearances with respect to property.

-2-

5. Rescission: Administrative Instructions [REDACTED] dated 24  
May 1946 and [REDACTED] dated 2 December 1946.

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3/1/49

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

2 March 1949

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

SUBJECT: Applications for Civil Service Examinations.

1. The U. S. Civil Service Commission frequently announces examinations of interest to CIA employees. Personnel wishing to apply for these examinations may not file applications direct with the Civil Service Commission but will submit applications as described below.
2. Applications will be submitted to the Administrative Officers who, after review, will transmit them to the Personnel Officer. The Personnel Officer, before forwarding the applications to the Civil Service Commission, will clear them with the Chief of Inspection and Security. Applications requiring alteration because of security considerations will be returned by the Personnel Officer to the employee through the appropriate Administrative Officer for revision and retransmission through the same channels.
3. Administrative Officers have been given the appropriate supplies and have been instructed regarding the preparation of information required for these examinations. They will be available to assist individual employees in the preparation of the Standard Form No. 57, "Application for Federal Employment", any supplemental materials required by the announcement, and the appropriate card application form.
4. In the case of "assembled" examinations in which initial application is made on Card Form 5000 AB, employees may forward these cards direct to the Civil Service Commission. However, Standard Form No. 57 and any supplemental materials required to be submitted at a later date will be processed as described in paragraphs 2 and 3 above except that approved applications will be

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- 2 -

ADMINISTRATIVE INSTRUCTION [REDACTED]

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returned to the employee for transmittal to the Civil Service Commission at the time of examination. Applicants for these examinations are generally required to submit Standard Form No. 57 at the time of the written examination.

5. Employees should prepare applications for Civil Service examinations as soon as possible after announcement in order to allow sufficient time for the necessary clearance and transmission to the Civil Service Commission. The interest of employees and their right to participate in these examinations will be protected in every way <sup>possible</sup> in connection with this requirement.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Captain, USN  
Executive

DISTRIBUTION: ALL CIA EMPLOYEES.

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UNCLASSIFIED		<u>RESTRICTED</u>		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>							
TO		INITIALS	DATE				
1	<b>Chief, Management Branch</b>						
2							
3							
4							
5							
FROM		INITIALS	DATE				
1	<b>Chief of Inspection &amp; Security</b>	<b>SE</b>	<b>21 Feb.</b>				
2							
3							

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

**REMARKS:**

Concur, recommending that Paragraph 3 be deleted and Paragraph 2 be renumbered No. 3 and that a new Paragraph 2 be inserted as given in the attached sheet.

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FORM NO. 30-4  
SEP 1947

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2. Applications will be submitted to the Administrative Officers who, after review, will transmit them to the Personnel Officer. The Personnel Officer, before forwarding the applications to the Civil Service Commission, will clear them with the Chief of Inspection and Security. Applications requiring alteration because of security considerations will be returned by the Personnel Officer to the employee through the appropriate Administrative Officer for revision and retransmission through the same channels.

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UNCLASSIFIED		<del>RESTRICTED</del>		CONFIDENTIAL		SECRET	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP							
TO				INITIALS	DATE		
1	[REDACTED]						
2							
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FROM				INITIALS	DATE		
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<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input checked="" type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input checked="" type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input checked="" type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input checked="" type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div>							
REMARKS:							
SECRET		CONFIDENTIAL		<del>RESTRICTED</del>		UNCLASSIFIED	

FORM NO. 30-4  
SEP 1947

RESTRICTED

D R A F T

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

17 February 1949

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RESTRICTED

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ADMINISTRATIVE INSTRUCTION NO. [REDACTED]

17 February 1949

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Acting Executive

DISTRIBUTION: ALL CIA EMPLOYEES

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[REDACTED]

9/18/49.

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